

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**MANPOWER STANDARD 00AA00**

**22 APRIL 2005**



**Manpower Standard**

**STANDARD INDIRECT ALLOWANCE FACTOR (SIAF)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) provides a Standard Indirect Description (SID) and Standard Indirect Allowance Factor (SIAF) for use in developing manpower standards. It complements AFMS 00AA00, *Standard Indirect Allowed Man-Hours (SIAM)*, by providing an alternate tool sensitive to the unique ANG environment. ANGMS 00AA00 applies to all peacetime manpower standards and to the functional units of the Air Force with the exception of functions undergoing cost comparison studies, or to functions that have completed cost studies. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, Air Force Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 3000 Handly Avenue, McGhee Tyson ANG Base, TN 37777-6283.

## **1. STANDARD DATA.**

1.1. Approval Date: 22 April 2005.

1.2. Point of Contact: ANG/XPME/OLTN

## **2. APPLICATION INSTRUCTIONS.**

2.1. Step 1. Verify the number of personnel assigned to the work center.

2.2. Step 2. Using the SIAF table in Attachment 3, determine the correct factor for the work center.

2.3. Step 3. Multiply the SIAF by the direct measured-man hours to determine the total man-hours.

Example: Number of personnel assigned = 9; SIAF factor = 1.09; direct measured man-hours = 1600;  $\text{SIAF} \times \text{direct measured man-hours} = \text{total hours}$  ( $1.09 \times 1600 = 1744$  total hours).

**3. STATEMENT OF CONDITIONS.** There are no mission, environmental, or technological conditions that have an impact on the development or application of this manpower standard.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

## **Attachment 1**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### *References*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

#### *Abbreviations and Acronyms*

**AF** - Air Force

**AFI** -Air Force Instruction

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**CDC** - Career Development Course

**CTK** - Consolidated Tool Kit

**EPR** - Enlisted Performance Report

**IDEA** - Innovative Development Through Employee Awareness

**IPDS** - IDEA Program Data System

**LOE** - Letter Of Evaluation

**MEP** - Management Engineering Program

**OPR** - Officer Performance Report

**PMEL** - Precision Measurement Equipment Lab

**POD** - Process Oriented Description

**PRF** - Promotion Recommendation Form

**SIAF** - Standard Indirect Allowed Factor

**SIAM** - Standard Indirect Allowed Man-Hours

**SID** - Standard Indirect Description*Terms*

**Air National Guard Manpower Standard (ANGMS).** A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Man-hour.** A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard.** The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Process Oriented Description.** A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

**Staffing Pattern.** Constant manpower.

**Standard Indirect Description (SID).** A description that shows work center responsibilities structured for easy measurement of processes.

**Attachment 2****PROCESS ORIENTED DESCRIPTION****STANDARD INDIRECT DESCRIPTION (SID)**

<b>TASK #</b>	<b>PROCESS</b>
<b>1.</b>	<b>CIVILIAN EMPLOYEE ADMINISTRATION.</b>
1.1.	HIRES CIVILIAN EMPLOYEE. Develops personnel document (core personnel document or position description), develops promotion evaluation program, submits request for civilian hire (electronic or hard copy), reviews personnel data, schedules interview, interviews applicant, analyzes applicant interview evaluation/rating, finalizes selection, and notifies nonselectee.
1.2.	TYPES CIVILIAN PERSONNEL DOCUMENT. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
1.3.	INDOCTRINATES CIVILIAN EMPLOYEE. Conducts initial interview, explains core personnel document or position description, explains performance plan, makes original job assignment, acquaints new member with work center, and creates or updates existing civilian employee personnel folder.
1.4.	PREPARES CIVILIAN PERFORMANCE PLAN. Analyzes position, reviews position description, reviews work center goals, drafts performance plan subtask and standard, discusses proposed performance plan with employee, and finalizes performance plan.
1.5.	PREPARES CIVILIAN PERFORMANCE APPRAISAL. Researches employee performance, completes performance rating, completes rating of record, and discusses performance rating with employee.
1.6.	TYPES CIVILIAN PERFORMANCE APPRAISAL. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
1.7.	APPROVES CIVILIAN PERFORMANCE APPRAISAL. Reviews civilian performance appraisal, reviews rating of record, reviews rebuttal letter, approves appropriate award, and signs.
1.8.	PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

1.9.	CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, informs ratee if performance is/is not up to expectation, provides ratee with copy of worksheet, and documents record.
1.10.	ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.
1.11.	PREPARES CIVILIAN AWARD NOMINATION. Researches data, drafts recommendation, and finalizes recommendation.
1.12.	TYPES CIVILIAN AWARD NOMINATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
1.13.	COUNSELS CIVILIAN EMPLOYEE. Counsels and assists individual with morale, welfare, or disciplinary problems. Coordinates with civilian personnel labor management ensuring legalities and correctness of any disciplinary action. Takes necessary corrective action and documents counseling.
1.14.	MAINTAINS TIME AND ATTENDANCE FORM. Creates form, annotates form, obtains employee initials, completes form, reviews form for accuracy, obtains required signature, enters time and attendance data into the civilian pay system, and forwards form to civilian pay.
<b>2.</b>	<b>OFFICER ADMINISTRATION.</b>
2.1.	INDOCTRINATES OFFICER. Conducts initial interview, establishes expectation, makes original job assignment, and acquaints new member with work center.
2.2.	PREPARES PROMOTION RECOMMENDATION FORM (PRF). Reviews PRF notice and personnel record, researches required information, drafts recommendations, proofreads typed copy, and forwards to commander.
2.3.	TYPES PROMOTION RECOMMENDATION FORM. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
2.4.	PREPARES OFFICER PERFORMANCE REPORT (OPR). Reviews OPR notice and letter of evaluation (LOE), researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.
2.5.	TYPES OFFICER PERFORMANCE REPORT. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
2.6.	PREPARES INDORSEMENT TO OFFICER PERFORMANCE REPORT. Reviews report, reviews rebuttal letter, drafts endorsement, drafts referral letter, proofreads

	typed copy, and signs completed endorsement.
2.7.	TYPES OFFICER PERFORMANCE REPORT INDORSEMENT. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final and releases to originator.
2.8.	PREPARES OFFICER LETTER OF EVALUATION (LOE). Reviews LOE notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.
2.9.	TYPES OFFICER LETTER OF EVALUATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
2.10.	PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.
2.11.	CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, informs ratee if performance is up to expectation, provides ratee with copy of worksheet, and documents record.
2.12.	ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.
2.13.	PREPARES OFFICER AWARD NOMINATION. Researches data, drafts nomination, proofreads nomination, and finalizes nomination.
2.14.	TYPES OFFICER AWARD NOMINATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
2.15.	PREPARES OFFICER DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs.
2.16.	TYPES OFFICER DECORATION NOMINATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
2.17.	COUNSELS OFFICER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action and documents counseling.
2.18.	MENTORS OFFICER. Mentors officer on career development and goals.

<b>3.</b>	<b>ENLISTED PERSONNEL ADMINISTRATION.</b>
3.1.	INDOCTRINATES ENLISTED MEMBER. Conducts initial interview, establishes expectations, makes original job assignment, and acquaints new member with work center.
3.2.	PREPARES ENLISTED PERFORMANCE REPORT (EPR). Reviews EPR notice, EPR, and letter of evaluation; researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.
3.3.	TYPES ENLISTED PERFORMANCE REPORT. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
3.4.	PREPARES INDORSEMENT TO ENLISTED PERFORMANCE REPORT. Reviews evaluation, reviews rebuttal letter, drafts indorsement, drafts referral letter, proofreads typed copy, and signs completed indorsement.
3.5.	TYPES INDORSEMENT TO ENLISTED PERFORMANCE REPORT. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
3.6.	PREPARES ENLISTED LETTER OF EVALUATION (LOE). Reviews LOE notice, researches required information, drafts narrative, drafts referral letter, proofreads typed copy, and signs completed report.
3.7.	TYPES ENLISTED LETTER OF EVALUATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
3.8.	PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.
3.9.	CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, informs ratee if performance is up to expectation, provides ratee with copy of worksheet, and documents record.
3.10.	ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.
3.11.	PREPARES SELECTIVE REENLISTMENT PROGRAM FORM. Reviews notification letter, researches data, drafts comment, notifies personnel of retraining career job reservation window, and completes form.
3.12.	PREPARES ENLISTED AWARD NOMINATION. Researches data, drafts nomination, and finalizes nomination.



	nomination, and finalizes nomination.
3.13.	TYPES ENLISTED AWARD NOMINATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
3.14.	PREPARES ENLISTED DECORATION NOMINATION. Reviews and returns decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs.
3.15.	TYPES ENLISTED DECORATION NOMINATION. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
3.16.	COUNSELS ENLISTED PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action and documents counseling.
<b>4.</b>	<b>WORK CENTER ACTIVITY ADMINISTRATION.</b>
4.1.	SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.
4.2.	PREPARES ALTERNATE WORK SCHEDULE WORKSHEET. Annotates form, obtains required signature, dates and forwards to civilian pay, and advises local labor union.
4.3.	DEVELOPS POLICY LETTER, PROCEDURE, REPORT, STATISTICAL DATA, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, proofreads document, and signs final copy or forwards report.
4.4.	DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, proofreads document, and signs final copy.
4.5.	OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work and provides feedback.
4.6.	COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.
4.7.	INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting work center activity.
4.8.	INFORMS INDIVIDUAL. Informs work center member of change affecting individual.

4.9.	PREPARES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.
4.10.	TYPES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK. Obtains and assembles material, types draft, proofreads material, releases to originator, receives material for final type, types final, and releases to originator.
4.11.	COMPLETES TRAVEL DOCUMENT. Completes travel worksheet, coordinates travel reservations, picks up travel tickets, schedules billeting reservations, and files travel voucher.
4.12.	APPROVES TRAVEL DOCUMENT. Approves travel orders and approves travel voucher.
4.13.	REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence to include official e-mail for information and necessary action, marks for routing, and annotates suspense log.
4.14.	REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence to include official e-mail for completeness and accuracy and signs.
4.15.	DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate; forwards estimate to unit resource advisor; and answers follow-on inquiry on estimate.
4.16.	ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, completes safety form, and assists in investigation.
4.17.	INSPECTS OFFICE FACILITY. Periodically inspects facility for housekeeping, safety, security, fire hazard, or equipment conditions that require attention, and completes necessary documentation.
4.18.	INSPECTS WAREHOUSE/MAINTENANCE FACILITY. Daily inspects facility for housekeeping, safety, fire hazard, or equipment conditions that require attention, and completes necessary documentation.
4.19.	RECEIVES AND ASSISTS VISITING OFFICIAL. Prepares for official visitor, receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.
4.20.	REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management attention.
4.21.	PREPARES INNOVATIVE DEVELOPMENT THROUGH EMPLOYEE AWARENESS (IDEA). Researches information, enters IDEA Program Data System

	(IPDS) Web site, prepares IDEA, and submits IDEA.
4.22.	REVIEWS IDEA. Determines IDEA eligibility and submitter's job responsibility status.
4.23.	EVALUATES IDEA. Accesses IPDS Web site, evaluates IDEA, approves/disapproves IDEA, and updates IPDS.
<b>5.</b>	<b>ADMINISTRATIVE SUPPORT.</b>
5.1.	PROCESSES UNCLASSIFIED INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope or official electronic mail, reviews for required action, and marks and routes distribution or official electronic mail.
5.2.	PROCESSES UNCLASSIFIED OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point or processes official electronic mail.
5.3.	ESTABLISHES NEW UNCLASSIFIED CORRESPONDENCE FILE. Researches directive, amends file plan, and prepares new file folder.
5.4.	UPDATES UNCLASSIFIED CORRESPONDENCE FILE. Reviews file for currency, updates file plan, updates file guide, and updates folder label.
5.5.	FILES UNCLASSIFIED CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.
5.6.	REVIEWS UNCLASSIFIED CORRESPONDENCE FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.
5.7.	DISPOSES OF UNCLASSIFIED DOCUMENTATION. Disposes of material within the work center and disposes of material outside the work area.
5.8.	MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.
5.9.	MAINTAINS LOG AND REGISTER. Obtains book, form, or electronic log; makes entry; and puts book or form away or closes electronic log.
5.10.	MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.
5.11.	CONTROLS CLASSIFIED MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, returns receipt, and files material.

5.12.	INVENTORIES TOP SECRET MATERIAL. Verifies accountability of top secret material and prepares inventory report.
5.13.	SAFEGUARDS CLASSIFIED MATERIAL. Checks safe, annotates form, checks room or area, and changes safe combination.
5.14.	DESTROYS CLASSIFIED MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.
5.15.	MAINTAINS UNCLASSIFIED PUBLICATION FILE. Determines requirement for publication, obtains administrative publication, and maintains publication.
5.16.	OPERATES CLASSIFIED AND UNCLASSIFIED OFFICE EQUIPMENT. Makes copy, collates copy, faxes copy, shreds copy, and operates audiovisual equipment.
5.17.	MAINTAINS STOCK OF NON-ELECTRONIC FORMS. Determines requirement, requisitions form from Air Force Publications Distribution Office, receives form, distributes form, files form, maintains accountable form, and disposes of obsolete form.
5.18.	MAINTAINS BULLETIN BOARD. Posts new information, and removes obsolete information.
5.19.	MAINTAINS APPOINTMENT RECORD. Receives request, annotates record or calendar, coordinates appointment with supervisor, and finalizes appointment.
5.20.	ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.
5.21.	MAINTAINS OFFICE EQUIPMENT. Cleans equipment, dusts equipment, replaces consumable, performs user maintenance, and coordinates repair.
5.22.	MAINTAINS MICROCOMPUTER SYSTEM-USER. Installs software and hardware, updates software, deletes outdated file, backs-up file, troubleshoots system, changes password, notifies workgroup manager of computer problems, and completes annual Information Assurance Course.
5.23.	PERFORMS WORKGROUP MANAGEMENT. Receives training. Installs, configures, and operates client/server device. Resolves day-to-day administrative and technical system problem. Notifies functional systems administrator of computer problem.
5.24.	MAINTAINS WEB SITE. Designs, updates, and maintains Web site.
<b>6.</b>	<b>MEETING PREPARATION AND CONDUCTING/ATTENDING.</b>
6.1.	PREPARES FOR WING/CENTER STAFF MEETING. Gathers information, organizes material, prepares chart or slide, and prepares for presentation.

6.2.	CONDUCTS OR ATTENDS WING/CENTER STAFF MEETING. Conducts or attends meeting.
6.3.	PREPARES FOR GROUP/DIRECTORATE STAFF MEETING. Gathers information, organizes material, prepares chart or slide, and prepares for presentation.
6.4.	CONDUCTS OR ATTENDS GROUP/DIRECTORATE STAFF MEETING. Conducts or attends meeting.
6.5.	PREPARES FOR SQUADRON/DIVISION MEETING. Gathers information, organizes material, prepares chart or slide, and prepares for presentation.
6.6.	CONDUCTS OR ATTENDS SQUADRON/DIVISION MEETING. Conducts or attends meeting.
6.7.	PREPARES FOR BRANCH MEETING. Gathers information, organizes material, prepares chart or slide, and prepares for presentation.
6.8.	CONDUCTS OR ATTENDS BRANCH MEETING. Conducts or attends meeting.
6.9.	PREPARES FOR FLIGHT/SECTION MEETING. Gathers information, organizes material, prepares chart or slide, and prepares for presentation.
6.10.	CONDUCTS OR ATTENDS FLIGHT/SECTION MEETING. Conducts or attends meeting.
<b>7.</b>	<b>TRAINING ADMINISTRATION.</b>
7.1.	DEVELOPS TRAINING AND CERTIFICATION PLAN. Determines training requirement, develops training chart or equivalent, develops job qualification standard continuation sheet, and develops or revises training schedule.
7.2.	EVALUATES INDIVIDUAL TRAINING AND CERTIFICATION REQUIREMENT. Reviews training folder, prepares new training record, compares technical school graduation requirement with classification manual, prepares and submits training quality report, compares members qualification with work center duty requirement, and designates trainer.
7.3.	CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE. Controls CDC material, prepares and submits training quality report, reviews volume review exercise results with trainee, and reviews CDC material with trainee.
7.4.	COUNSELS TRAINEE. Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.
7.5.	DEVELOPS TRAINING AND CERTIFICATION MATERIAL. Researches required information, updates existing training material, drafts new training material, develops

	training aid, and revises training aid.
7.6.	CONDUCTS TRAINING AND CERTIFICATION. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.
7.7.	RECEIVES TRAINING AND CERTIFICATION. Prepares for training, receives instruction, performs procedure, and takes test.
<b>8.</b>	<b>SUPPLY ADMINISTRATION.</b>
8.1.	PROCESSES EQUIPMENT REQUEST. Determines need and authorization for equipment, researches stock number or nomenclature, contacts vending source, determines availability, obtains price, prepares justification, submits request, schedules delivery, takes follow-up action, and receives or turns in equipment.
8.2.	CONDUCTS INVENTORY. Inventories equipment on hand, and ensures accuracy of record.
8.3.	MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.
8.4.	OBTAINS EXPENDABLE SUPPLIES. Determines need, researches supply item, picks up expendable supplies, distributes supplies, and maintains inventory.
8.5.	MAINTAINS FINANCIAL RECORDS FOR EXPENDABLE SUPPLIES. Maintains card security, maintains transaction log of purchases, reconciles receipt and transaction log to the monthly cardholder statement, and investigates/resolves discrepancy.
<b>9.</b>	<b>EQUIPMENT MAINTENANCE (NON-AIRCRAFT MAINTENANCE FUNCTION).</b>
9.1.	MAINTAINS MACHINERY. Performs periodic inspection, performs pre-use inspection, performs user maintenance, annotates maintenance record, and maintains historical data.
9.2.	MAINTAINS TEST EQUIPMENT. Maintains list of equipment requiring Precision Measurement Equipment Lab (PMEL) calibration or testing; cleans, inspects, and turns in equipment to PMEL or PMEL coordinator; inspects test equipment label after pickup from PMEL or PMEL coordinator; prepares letter of justification for peculiar equipment code equipment; performs pre-user inspection; performs periodic inspection; performs user maintenance; and annotates maintenance record.
9.3.	MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, marks each tool, marks toolbox, conducts periodic inventory/inspection, cleans tool, annotates inspection record, and reports missing tool.
9.4.	MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial issue, conducts periodic inventory/inspection, cleans tool, replaces broken or lost tool, and reports

	missing tool.
9.5.	MAINTAINS ASSIGNED VEHICLE. Performs operator inspection, performs operator maintenance, annotates inspection record, washes vehicle, waxes vehicle, refuels vehicle, turns in vehicle for maintenance, and picks up vehicle from maintenance.
<b>10.</b>	<b>EQUIPMENT MAINTENANCE (AIRCRAFT MAINTENANCE FUNCTION).</b>
10.1.	MAINTAINS MACHINERY. Performs periodic inspection, performs pre-use inspection, performs user maintenance, annotates maintenance record, and maintains historical data.
10.2.	MAINTAINS TEST EQUIPMENT. Maintains list of equipment requiring Precision Measurement Equipment Lab (PMEL) calibration or testing; cleans, inspects, and turns in equipment to PMEL or PMEL coordinator; inspects test equipment label after pickup from PMEL or PMEL coordinator; prepares letter of justification for peculiar equipment code equipment; performs pre-user inspection; performs periodic inspection; performs user maintenance; and annotates maintenance record.
10.3.	MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, marks each tool, marks toolbox, conducts periodic inventory/inspection, cleans tool, annotates inspection record, and reports missing tool.
10.4.	MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial issue, conducts periodic inventory/inspection, cleans tool, replaces broken or lost tool, and reports missing tool.
10.5.	MAINTAINS ASSIGNED VEHICLE. Performs operator inspection, performs operator maintenance, annotates inspection record, washes vehicle, waxes vehicle, refuels vehicle, turns in vehicle for maintenance, and picks up vehicle from maintenance.
<b>11.</b>	<b>WORK AREA CLEANUP.</b>
11.1.	PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.
11.2.	PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period, and arranges area to conform with sanitary, safety, or security requirement.
11.3.	CLEANS OFFICE AREA. Dusts, cleans floor, washes window, and performs other associated janitorial task.
11.4.	CLEANS MAINTENANCE OR WAREHOUSE AREA. Dusts, cleans floor, washes window, and performs other associated janitorial task.

**Attachment 3****STANDARD INDIRECT ALLOWANCE FACTOR (SIAF)****Table 3.1. Standard Indirect Allowance Factor Table.**

<b>SIAF</b>	
<b>Personnel Assigned</b>	<b>Factor</b>
1-5	1.08
6-9	1.09
10-13	1.1
14-16	1.11
17-n	1.12

**NOTE.** Multiply the corresponding SIAF from the table, times the work-center direct measured man-hours. The resulting answer will be the total calculated work-center man-hours.